

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

FOOD SERVICE SUPERVISOR

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future food service first-line and least-complex supervisory positions. This classification specification is not intended to identify every duty that may be assigned to positions but is intended to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 1/2) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses food service program positions that for a majority of the time supervise classified staff and other assistants in food distribution, service to customers or clients, final food preparation, or food service sanitation activities. Positions in this classification are first-line food service supervisors with less-complex or lesser-scope responsibilities. Positions allocated to this classification must meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions that do not meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that supervise subordinate supervisory positions.
3. Positions that supervise quantity food production in a production kitchen for a majority of the time and are more appropriately classified as Food Service Manager.

4. The position that supervises the Grainger Hall Executive Dining Room and its associated catering services on the University of Wisconsin-Madison campus for a majority of the time, and is more appropriately classified as Food Service Manager.
5. In a university food service program, positions that supervise staff and operations for two dine-in retail restaurant concepts for a majority of the time, and are more appropriately classified as Food Service Manager.
6. Positions with overall responsibility for supervision of a university student center retail food court and any related convenience store for a majority of the time, and are more appropriately classified as Food Service Manager.
7. Positions that function as the service manager for a university campus housing contract dining facility, with overall responsibility for supervision of front-of-the-house food service activities, cash register and debit card transactions, customer service, the dishroom, and sanitation, for a majority of the time, and are more appropriately classified as Food Service Manager.
8. Positions in a state care and treatment institution that supervise tray line and cafeteria distribution, service and sanitation activities, and are additionally designated as responsible, on an on-going basis, as the supervisor with overall responsibility on a shift for both food production and distribution, in the absence of higher level supervisory staff, for a majority of the time, and are more appropriately classified as Food Service Manager.
9. The position responsible for supervising the Training Table and Sports Buffet operations on the UW-Madison campus for a majority of the time, and is more appropriately classified as Food Service Manager.
10. The position that functions as the assistant manager to the Food Service Manager for Wisconsin Union Catering, an exceptionally large catering program with fiscal year 2000 revenues exceeding \$2 million, for a majority of the time, and is more appropriately classified as Food Service Manager.
11. The position responsible for supervising food distribution and catering for the Pyle Center, the largest and most complex UW-Extension conference center, for a majority of the time, and is more appropriately classified as Food Service Manager.
12. The position that functions as the assistant to the Food Service Administrator responsible for the UW-Madison, Division of University Housing warehouse, for a majority of the time, and is more appropriately classified as Food Service Manager.
13. The position responsible for managing the operations of the Wisconsin Union warehouse under the direction of the Wisconsin Union Food Service Director for a majority of the time, and is more appropriately classified as Food Service Manager.
14. All other positions that are more appropriately identified by other classification specifications.

II. DEFINITION

FOOD SERVICE SUPERVISOR

There are ten allocation types for this classification. A new future position not closely matching any one of these allocations may be included in this classification, if the duties and responsibilities of the position are determined to be more comparable to the scope and complexity of these Food Service Supervisor positions than to any other classification.

- 1) Positions responsible for supervising the day-to-day operation of a limited-scope food service operation such as a delicatessen or dairy store.
- 2) Positions in a university food service program responsible for supervising the day-to-day operation of a restaurant concept that does not have regular alcohol service or on-going extensions of operations such as brat stands or ice cream carts in other locations.
- 3) Positions in a university food service program responsible as an assistant manager on a shift or weekends in a complex, extended-hours restaurant concept typified by service throughout the lunch and supper hours, regular alcohol service into late-night hours, a menu which varies from day-to-day and includes both hot and cold entrees, and continuous or seasonal extensions of operations into other indoor or outdoor locations.
- 4) Positions responsible for supervising a cluster (two or three) of “fast food” outlets comprising a sub-unit of a student center food court.
- 5) Positions in a university food service facility, responsible on a shift or weekends for supervising food distribution and/or service.
- 6) Positions functioning as the assistant to the manager of catering services in a full-time catering program in a university food service program (except if in the exceptionally large Wisconsin Union Catering operation – see exclusion number 9 in this specification).
- 7) Positions that supervise banquet and event catering for the smaller, lesser revenue-producing UW-Extension conference centers (such as the Friedrich Center).
- 8) Positions responsible on a shift for supervising cafeteria and servery food distribution activities in a state institution.
- 9) Positions responsible on a shift for supervising a food portioning and tray assembly unit, including monitoring correct service of modified diets. These positions may function in a care and treatment institution or in a correctional institution that does not utilize inmates as food service workers.
- 10) Positions responsible for supervising a centralized dishroom.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an

identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective May 20, 2001 and announced in Bulletin DCLR/SC-130, in order to describe positions that function as Food Service Supervisors. This classification replaced the Food Service Manager 1 classification. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications. This specification was modified effective March 9, 2003 and announced in Bulletin MRS-SC-148, to remove a University of Wisconsin-Madison allocation.

TJS/JMW
84120